



## **POSITION VACANCY – 2015-5**

**March 27, 2015**

Office of the Clerk of Court  
United States District Court, Eastern District of Washington  
Position Location: Spokane, Washington

### **FULL TIME OFFICIAL COURT REPORTER**

**Salary Range: \$74,855 - \$86,083 (Plus Transcript Fees)**

*Depending upon Certifications*

**Open Until Filled**

**First Review Date: Monday, April 20, 2015**

(Applications received by first review date will receive priority consideration)

### **POSITION OVERVIEW**

The U. S. District Court – Eastern District of Washington is recruiting for the position of Court Reporter. The incumbent of this position will be responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings. The duty station is Spokane, Washington, and there will be some travel to Yakima and Richland, Washington, and occasional travel outside the district.

#### **Duties and Responsibilities:**

Court Reporters perform court reporting services for any judicial proceeding as required. The position requires the ability to record verbatim testimony of courtroom proceedings, to maintain accurate, legible records which are subject to audits, and to read back all or any portions of the court records. At the request of a party or the court, the Court Reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. The Court Reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. Court Reporters are also required to work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team of reporters for the Judges of the Eastern District of Washington.

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Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District, and comply with the requirements of the Judicial Conference of the United States, and the Court Reporter's Manual published by the Administrative Office of the United States Courts. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

**General Information:**

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on the final candidate(s).
- Work is performed in an office and courtroom setting. Professional/business casual attire is required.

**Required Minimum Qualifications:**

Only applicants meeting the following qualification requirements will be considered:

- Four years of prime stenographic CAT court reporting experience in the freelance field of service, in other courts, or a combination thereof (e.g. depositions, adversary proceedings before a presiding official, grand jury proceedings);
- Successfully tested for listing on the registry of professional reporters of the National Court Reporters Association (NCRA)
- Skill in the use of computer-aided transcription equipment; and
- Possess and provide all necessary personal equipment and software.

**Additional Certifications (Merit and/or Real-time) Preferred:**

- Merit certification requires a registered merit reporter (RMR) certification from the National Court Reporters Association (NCRA) or successful completion of an equivalent examination. Any "equivalent qualifying examination" must meet or surpass the established standards for the RMR certificate.

- Real-time certification requires a Certified Real-time Reporter (CRR) certificate from the NCRA or successful completion of an equivalent examination. Any "equivalent qualifying examination" must meet or surpass the established standards for the CRR certificate.

### **Pay Setting:**

Court Reporters hired on or after October 11, 2009 are grouped for salary purposes as follows:

<b>Level</b>	<b>Certification requirement</b>
<b>1</b>	Starting salary
<b>2</b>	Starting salary plus 5% - requires merit certification
<b>3</b>	Starting salary plus 10% - requires real-time certification
<b>4</b>	Starting salary plus 15% - requires real-time certification and merit certification.

The base pay levels may be subject to a cost of living adjustment effective the beginning of the first pay period of each calendar year. The amount of adjustment (if any) is determined by the Director of the AO under the supervision of the Judicial Conference subject to the limitation established by [5 U.S.C. § 5306\(a\)](#).

## **HOW TO APPLY**

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, three professional references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).

Applicant's packets must be received by Friday, April 17, 2015 at 5:00 pm to be considered as part of the first review. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the employment link on our website [www.waed.uscourts.gov](http://www.waed.uscourts.gov). Applicants may also pick-up a U.S. District Court employment application form from the Clerk's Office in Spokane, Richland or Yakima.

Applications will not be considered complete until all of the items listed above have been received by Human Resources.

Please email your application package as **1 document in PDF format** to:

[HR@waed.uscourts.gov](mailto:HR@waed.uscourts.gov)

Please reference 2015-5 in the subject line and **include your last name**.

You may also mail or deliver your complete applicant's packet to:

Human Resources Specialist  
Office of the Clerk, U. S. District Court  
Rm. 840 Thomas S. Foley United States Courthouse  
920 West Riverside Avenue - P.O. Box 1493  
Spokane, WA 99210

The U.S. District Court requires employees to follow a code of conduct. Selectee is subject to a twelve (12) month probationary period. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

### **BENEFITS**

Benefits include 13-26 days of annual and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed [here](#).

### **The Eastern District of Washington**

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

*The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.*

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